

DIARY NOTES

Acting Executive Director-Comptroller

29 October 1971

Courier Systems

Following a comment by the Director at today's Morning Meeting, I called Mr. Coffey and suggested that we look into how our mail delivery systems to other agencies work. We both recognize that the Agency has a variety of different courier systems and that it might be a good idea to look them all over to ensure that our material is consistently being delivered as close as possible to the place for which it is intended. Mr. Coffey said that he will do this and report back.

"Leadership" Training

X1 I called [] in the absence of Mr. Cunningham and discussed with him where we stand on supervisory or "leadership" training in the Agency. We referred to the supervisory courses and the difficulty in having them fully utilized. I suggested that as much as possible we integrate this kind of training into the general courses, such as basic training, the Midcareer Course, and the Senior Seminar, to ensure that we catch all the key personnel. [] stated that he will look into this and come up with a short description of the situation (with which he is not entirely happy) for my information and further discussion.

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Sole-source Procurement

X1 During the course of a discussion with [] about a contract with [] we discussed the problems of sole-source procurement of ADP-related services. This is a highly competitive field, and I want to be sure that we are properly following general Government procurement regulations as closely as possible. He suggested that the Contract Review Board might give me a report from its Contract Information System which would be of some value. I spoke to Mr. Blake about this problem. He explained some of the background involved and agreed to draw together a survey of the problem over the past few years. (For instance, he pointed out that a true competitive bid with public announcement is different from a competitive bid among invitees.) I commented that I am interested in getting an idea of the facts so that the Director will not be surprised should the facts ever be presented to him after an incident has developed. Mr. Blake agreed fully and will prepare a report.

WEC:jrf

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